



**Council Ordinary Meeting held:  
15th November 2016**

Council Minutes of Ordinary Meeting  
held in the Council Chambers

**Mapoon Aboriginal Shire Council**  
**Meeting Minutes: 15<sup>th</sup> November 2016**  
**Meeting Held: MASC Council Chambers**

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Day 1. 15th November 2016

Attendance

Councillor	Peter Guivarra
Councillor	Brendan Brown
Councillor	Margaret Mara
Councillor	Pauline Smith

Apologies

Councillor	Aileen Addo
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Staff

CSM	David Ferguson
Accountant	David Hockey (via phone)

Visitor

09:00	Meeting opened and welcome
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Deputy Mayor welcomed the councillors and staff to the meeting. He reminded everyone about their roles and responsibilities for the meeting and particularly the councillors in relation to their obligations to declare their interest (material or personal) on matters presented – that may have a perceived or real conflict of interest.

Councillors agree that all matters presented at this meeting will be administered on the principle of fair and equitable treatment. Deputy Mayor acknowledged that we each bring our own views to the table and on all matters unresolved, councillors rights to agree and disagree is respected.

Councillors instructed to fulfil their administrative requirements and sign the attendance sheet to cover the remuneration for this meeting.

Deputy Mayor thanked all present for their attendance and welcomed everyone to the meeting. Acknowledgements made to members not present and respect was paid to the Traditional Owners of the land on which we meet, to the elders past and present, to the councillors and employees present for the meeting. Councillor's observed a minutes silence in memory of community members who have passed 09:04 hrs.

09:05	Confirmation of Minutes
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Mayor asked the councillors to review their copy of the minutes of the last meetings and called for endorsement.

Resolution 01. 15/11/16	The council resolved to endorse the minutes of the meeting as true and correct: Ordinary Meeting –11th October 2016	
Motion	Proposed: Councillor Mara Seconded: Councillor Smith	Motion Carried



09:10 Matters Arising From Previous Minutes

**Ordinary Meeting – 11th October 2016**

Garaging of Council Vehicles – concern raised; if staff cannot provide their own transport how do they get to work. Conversation ensued. Senior ranger has had responsibility for picking up staff in the past. Some staff have been known to utilise council vehicles outside working hours without approval previously. Staff can take responsibility and purchase their own vehicle. Council policy stipulates all MASC vehicles to be compounded on Council facilities unless otherwise approved by CEO.

Store use by date/best before – not illegal to advertise ‘best before’ produce at discount price to community. Increase in complaints regarding prices. Some items are overpriced however the store must pay for itself and not incur a loss. Store has lost money in previous years. Prices in Mapoon are not as expensive as other community stores in the Cape. Fruit and veg section requires attention, re: rotten produce.

Community meetings – all of Council stand united at public meetings to maintain consistency and ensure meetings remain on topic.

Emergency lighting is a good result.

Engineer report from ACOM for works carried out on High Rise subdivision still outstanding, request raised at September’s Ordinary Council meeting.

Councillor’s request: who inspects road works and signs off/assesses standard of works? Council expressed concern regarding safety standards being overlooked. Community centre works is good, reduction in dust.

10:05 General Business of the Council

**10:05 General Business**

CEO advised the meeting minutes will be adapted to the new Standing Order policy of the council. This format will become the base structure for meeting minutes as a going concern.

10:10 GB1: Finance Audit Risk Management

Accountant joined the meeting 10:10am.

Mayor and councillors welcomed the Accountant to the meeting and invited him to present his report.

Accountant proceeded to present his report to the council.

Rental Debtors & Income:

Store: - Loss for October due to engagement of an acting Manager while Vicki was on leave.

Consolidated Revenue Vs. Expenditure graph



Revenue – \$498,101  
 General Expenses – \$323,018  
 Employee wages & Superannuation expenses – \$258,105  
 Motor Vehicle Expenses –\$43,936  
 Travel Expenses -\$10,438  
 Untied Funds – \$2.73m

Housing Construction Profits and Losses October NIL

Auditor fee \$76,000.

<b>Resolution 02. 15/11/16</b>	<b>The council resolved to endorse the financial report as presented by Council Accountant:</b>	
	<ul style="list-style-type: none"> <li>• Rental debtors &amp; Income</li> <li>• Store</li> <li>• Consolidated Revenue Vs. Expenditure graph</li> <li>• Revenue</li> <li>• General Expenses</li> <li>• Motor Vehicle Expenses</li> <li>• Travel Expenses</li> <li>• Untied Funds</li> </ul>	
<b>Motion</b>	<b>Proposed: Councillor Brown Seconded: Councillor Mara</b>	<b>Motion Carried</b>

<b>Resolution 03. 15/11/16</b>	<b>The council resolved to endorse the Audit Closing report as provided by QAO contract auditor Crowhowarth.</b>	
	<b>Significant deficiency items identified- Urgent items to be address as per the advice.</b>	
	<b>Deficiency items identified – response to be implemented within the allowable timeframes.</b>	
<b>Motion</b>	<b>Proposed: Councillor Smith Seconded: Councillor Brown</b>	<b>Motion Carried</b>

<b>Resolution 04. 15/11/16</b>	<b>The council resolved to endorse the Audited Financial Statement as issued by the Queensland Audit Office.</b>	
	<b>MASC acknowledges the ‘unmodified audit opinion’ and commend the council officers for their work in maintaining a positive audit performance.</b>	
	<b>The Audited Financial Statements will now be merged into the 2015/16 Annual Report.</b>	
<b>Motion</b>	<b>Proposed: Councillor Mara Seconded: Councillor Brown</b>	<b>Motion Carried</b>

Accountant departed the meeting 10:30.



10:35	<i>GB2:Legal Matters:</i>
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Nil.

10:36	<i>GB3: Tender / Payment Authorisation (Exceeding Delegation)</i>
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Nil.

10:37	<i>GB4:Policy and Regulatory Compliance</i>
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CEO submitted a report to the council detailing list of policies for the Mapoon Playgroup program as formulated and issued for consideration by the Playgroup Program Coordinator.

Councillors expressed concern regarding obligations of reporting child abuse. Playgroup Coordinator to research QLD legislation and advise Council at next ordinary Council meeting.

<b>Resolution 05. 15/11/16</b>	<b><i>The council resolved to endorse the recommendation from the CEO to adopt the following policies for the Mapoon Playgroup Program:</i></b>
	<ul style="list-style-type: none"> <li>• <b><i>Child Protection</i></b></li> <li>• <b><i>Confidentiality</i></b></li> <li>• <b><i>Family Complaint</i></b></li> <li>• <b><i>Family Rights &amp; Responsibilities</i></b></li> <li>• <b><i>Food &amp; Nutrition</i></b></li> <li>• <b><i>Medical Conditions</i></b></li> <li>• <b><i>Sun Safety &amp; Heat Stress</i></b></li> <li>• <b><i>Water Safety</i></b></li> </ul>
<b>Motion</b>	<b><i>Proposed: Councillor Mara Seconded: Councillor Smith</i></b>
	<b><i>Motion Carried</i></b>

10:55	<b><i>Operational Reports</i></b>
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CEO submitted a report to council detailing a list of projects for the Building our Region Stage 2 – Expression of Interest phase.

CSM attended information session in the past week and this information is being incorporated into the application process. CEO has engaged the services of consulting firms to assist address priority projects for Mapoon. Information has been derived from MASC strategic plans and community engagement activities held in recent times.

Proposed projects submitted for council consideration and endorsement:

- Mapoon Machinery Shelter
- Mapoon Recreational Park
- Mapoon office facilities



- Mapoon Accommodation Facilities
- Environmental Hazard (DUST REDUCTION) at 4 Council Facilities
- Mapoon Fuel Storage and Bowser upgrade
- Smart lighting and CCT

<b>Resolution 06. 15/11/16</b>	<b><i>The council resolved to endorse the recommendation from the CEO to adopt the following policies for the Mapoon Playgroup Program:</i></b> <ul style="list-style-type: none"><li>• <b><i>Mapoon Machinery Shelter;</i></b></li><li>• <b><i>Mapoon Recreational Park;</i></b></li><li>• <b><i>Mapoon office facilities;</i></b></li><li>• <b><i>Mapoon Accommodation Facilities;</i></b></li><li>• <b><i>Environmental Hazard (Dust Reduction) at 4 Council Facilities;</i></b></li><li>• <b><i>Mapoon Fuel Storage and Bowser upgrade;</i></b></li><li>• <b><i>Smart lighting and CCT.</i></b></li></ul> <p><b><i>MASC is committed to managing the going concern of these project – we commit to meeting the costs associated with the ongoing operation and maintenance of the infrastructure.</i></b></p>	
<b>Motion</b>	<b><i>Proposed: Councillor Mara Secoded: Councillor Brown</i></b>	<b>Motion Carried</b>

11.00 am Councillors Mara, Brown and Guivarra exited the meeting.

11.15am Councillors Mara, Brown and Guivarra re-entered the meeting.

<b>11:15</b>	<b><i>OR1: Chief Executive Officer</i></b>
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CEO presented his report to the council and covered the following operational issues:

Audit preparations

Building Construction:

- High Rise Estate;
- NPAHRI

Roads & Civil:

- CIMA Mapoon projects

Cape Indigenous Mayors Alliance meeting

Staffing:

- Resignations and impact on staff morale.

Projects:

- Additional accommodation units

Operational

- Mapoon Local Disaster Management
- ILUA Celebrations
- Infrastructure development –
- Mapoon Land Fill project –



Councillors expressed view on recruitment to Works Manager Position: instruction to go to market with recommendation for locals to apply for position.

<b>Resolution 07.</b> 15/11/16	<b>Council resolved to endorse the CEO report as presented.</b>	
	<b>Action items to be implemented before the next meeting.</b>	
<b>Motion</b>	<b>Proposed: Councillor Smith</b> <b>Seconded: Councillor Brown</b>	<b>Motion Carried</b>

11:30	OR2 :Corporate Services Manager
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Corporate Service Manager invited Council to read CSM report and comment.

<b>Resolution 08.</b> 15/11/16	<b>Council resolved to endorse the CSMs report as read.</b>	
	<b>Actions stemming from this report to be implemented before the next meeting.</b>	
<b>Motion</b>	<b>Proposed: Councillor Mara</b> <b>Seconded: Councillor Brown</b>	<b>Motion Carried</b>

<b>Resolution 09.</b> 15/11/16	<b>Council resolved to endorse the recommendation provided by the CSM to provide Festive Season celebratory activities in Mapoon during the December 2016 and January 2017 that will also include Australia Day.</b>	
<b>Motion</b>	<b>Proposed: Councillor Smith</b> <b>Seconded: Councillor Mara</b>	<b>Motion Carried</b>

<b>Resolution 10.</b> 15/11/16	<b>Council resolved to endorse the recommendation provided by Corporate Services Manager to fund the Mapoon Community Xmas:</b>	
	<ul style="list-style-type: none"> <li>• <b>Proposed project expenditure for Christmas Project \$5000.</b></li> <li>• <b>That all monies provided by Council will be spent through the Rugapayn Community Store.</b></li> </ul>	
<b>Motion</b>	<b>Proposed: Councillor Mara</b> <b>Seconded: Councillor Brown</b>	<b>Motion Carried</b>

12:25	OR3: Works Manager
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Nil



12:25	OR4: Senior Administration
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Nil.

Meeting adjourned for Lunch 12:30pm.  
 Meeting reconvened 13:00pm.

13:10	OR5: Payroll-Grants Officer
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Table report.

<b>Resolution 11. 15/11/16</b>	<p><b>Council resolved to endorse the Payroll Grants officers report as read. Content of the report covered the following topics:</b></p> <ul style="list-style-type: none"> <li>• <b>HR &amp; Payroll;</b></li> <li>• <b>Grants;</b></li> <li>• <b>Administration</b></li> </ul> <p><b>Actions stemming from this report to be implemented before the next meeting.</b></p>
<b>Motion</b>	<p><b>Proposed: Councillor Smith</b>  <b>Seconded: Councillor Brown</b></p> <p style="text-align: right;"><b>Motion Carried</b></p>

13:15	OR6: – Aged and Disability Services
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Tabled report.

<b>Resolution 12. 15/11/16</b>	<p><b>Council resolved to endorse the Aged and Disability Services report as read.</b></p> <p><b>Actions stemming from this report to be implemented before the next meeting.</b></p>
<b>Motion</b>	<p><b>Proposed: Councillor Smith</b>  <b>Seconded: Councillor Mara</b></p> <p style="text-align: right;"><b>Motion Carried</b></p>

13.30 Councillor Guivarra exited the meeting.  
 13.45 Councillor Guivarra re-entered the meeting

13:35	OR7:– Environmental Health
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Report tabled.

- Council commented on illegal dumping at Mapoon Waste Facility. Discussed option of installation of cameras and initiating opening hours. General feeling was to leave the gates open until a solution was determined.





<b>Resolution 13.</b> <b>15/11/16</b>	<b><i>Council resolved to endorse the Environmental Health Officers report as read.</i></b> <b><i>Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b>Motion</b>	<b><i>Proposed: Councillor Mara</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

13:55	OR8: – Animal Management
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Report tabled.

Councillor Smith raised concern regarding carrying of firearms in Council vehicles. CSM to report back to Council at next ordinary Council meeting.

<b>Resolution 14.</b> <b>15/11/16</b>	<b><i>Council resolved to endorse the Animal Management Officers report as read.</i></b> <b><i>Actions stemming from this report to be implemented before the next meeting.</i></b>	
<b>Motion</b>	<b><i>Proposed: Councillor Mara</i></b> <b><i>Seconded: Councillor Brown</i></b>	<b><i>Motion Carried</i></b>

14.00 Councillor Smith exited the meeting.

14.10 Councillor Smith re-entered the meeting.

14:35	OR 9 Land & Sea Rangers
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Nil report. Items covered off as part of AMO report.

Council enquired as to recent position title change: 'Head Ranger' whether Council approval is required to change Org structure, will changes affect funding.

14:40	OR 10: Store Managers Report
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Nil. Store Manager out on Annual Leave.

14:40	OR 11: Play Group
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Report tabled. Council acknowledge the improvements to the program operations. Support for the level of engagement and acknowledgement to the Coordinator and assistants for attracting more participants.

Animal Management Officer to make a visit to formulate a plan to address dog issue.

Fence option to be considered as a deterrent for the dogs.

Resolution 15: Council deferred passing a resolution with associated request for more information. CSM to seek clarification from Playgroup Coordinator on each item.

Resolution draft. 15/11/16 Council resolved to endorse the Play Group Coordinators report as read.

- *Fencing of the veranda – Occupation Health and Safety issue.*
- *Evacuation plan and lock down plan for the Community Centre – Occupation Health and Safety.*
- *Blanco Park needs some maintenance done to the equipment, and the park needs to be cleaned up to make it safe for the children to play.*
- *Montessori program for Mapoon – Council endorsement required as part of strategies to introduce the program into Mapoon: also include working group meetings to identify actions, tasks and associated costs involved with the program*

<b>Resolution 15.</b> <b>15/11/16</b>	<b>Council resolved to endorse the Playgroup Coordinators report as read.</b>	
	<b>Actions stemming from this report to be implemented before the next meeting.</b>	
<b>Motion</b>	<b>Proposed: Councillor Smith</b> <b>Seconded: Councillor Brown</b>	<b>Motion Carried</b>

14:50	OR 12: Workshop
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Tabled.

<b>Resolution 16.</b> <b>15/11/16</b>	<b>Council resolved to endorse the Work Shop Mechanic's report as read.</b>	
	<b>Actions stemming from this report to be implemented before the next meeting.</b>	
<b>Motion</b>	<b>Proposed: Councillor Mara</b> <b>Seconded: Councillor Brown</b>	<b>Motion Carried</b>

14:55	Operation Brief – HPW Tenancy management report
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The report from the Housing Department tabled as read.

<b>Resolution 17.</b> <b>15/11/16</b>	<b>Council resolve to endorse the tenancy management report as provided by the department of Housing Public Works – Mapoon 40 Year Lease arrangement.</b>	
<b>Motion</b>	<b>Proposed: Councillor Mara</b> <b>Seconded: Councillor Smith</b>	<b>Motion Carried</b>

Council expressed interest in the current waiting list for housing in Mapoon. Input required from Council regarding prioritisation? Does Housing take into consideration Councils recommendation? Does Council have access to the waiting list?



<b>Resolution 18.</b> <b>15/11/16</b>	<b>Council resolve to endorse the recommendation provided by Housing Public Works / Remote Housing Service Centre – Weipa for the recommended property allocations for the 2016/17 new construction program:</b>	
	<b>Address</b>	<b>Bedrooms</b>
	210 N'Drulii Street	4 bed
	204 Rindthii Close	3 bed
	201 Rindthii Close	2 bed
	205 Rindthii Close	2 bed
	221 N'Drulii Street	2 bed
	<b>Applicant/s</b>	
	Temaleti Bond	
	Jasmin Ngallametta	
	Jocelyn De Jersey	
	Donald Mamoose	
	Terrance Baker	
<b>Motion</b>	<b>Proposed: Councillor Brown</b> <b>Seconded: Councillor Smith</b>	<b>Motion Carried</b>

Council agree with the names put forward for the 2016/17 housing allocations however would like more time to discuss the 2017/18 allocations with full Council contingent.

Council deferred endorsement of Resolution 19 until more discussion with full Council present.

<b>Resolution 19.</b> <b>15/11/16</b>	<b>Council resolve to endorse the recommendation provided by Housing Public Works / Remote Housing Service Centre – Weipa for the recommended property allocations for the 2017/18 new construction program:</b>	
	<b>Address</b>	<b>Bedrooms</b>
	203 Rindthii Close	3 bed
	208 N'Drulii Street	2 bed
	211 N'Drulii Street	2 bed
	216 N'Drulii Street	3 bed
	213 Weipa Road	2 Bed
	<b>Applicant/s</b>	
	Cheryl Busch	
	Elizabeth Beckley	
	Gregory Hudson	
	Lena De Jersey	
	Stanley Budby	
<b>Motion</b>	<b>Proposed: Councillor</b> <b>Seconded: Councillor</b>	<b>Motion Carried</b>

15:15 Priority Correspondence – Western Cape College: COA Royston Sagigi

CEO presented the documents from Western Cape College for Master Royston Sagigi – Mapoon student who is applying to attend Queensland University of Technology – Brisbane.

Council commend Royston for his achievements and support his aspiration to attend tertiary studies. His true potential will no doubt be achieved and we are proud of his achievements to date.

<b>Resolution 20.</b> <b>15/11/16</b>	<b>Council resolve to endorse the request supplied by Western Cape College seeking support to provide a confirmation of Aboriginality for Master Royston Sagigi – Secondary Student and aspiring Tertiary Student.</b>	
	<b>Forms supplied by Queensland University of Technology.</b>	
<b>Motion</b>	<b>Proposed: Councillor Smith</b> <b>Seconded: Councillor Mara</b>	<b>Motion Carried</b>



15:20 Priority Correspondence – Deputy Premier: EOI 2016/17 Grants & Subsidies program

CEO advice – this is confirmation that our proposal is endorsed and works can proceed after the signed agreement is implemented.

15:25 Priority Correspondence – Housing Public Works: Documentation part 1 (Design)

CEO advice – this is not the contract. This is only part 1 relating to the design. Attendance at LGAQ ILF Housing workshop in Cairns 16/11/16 will provide more detail about the state of play with the housing program.

15:30 Priority Correspondence – Preston Law: TSRA Ranger invitation

CEO advice – good opportunity to network and exchange between Ranger programs.

**Resolution 21.**  
**15/11/16**

***Council resolved to endorse all reports as presented to the meeting.***

**Motion**

***Proposed: Councillor Brown  
Seconded: Councillor Smith***

***Motion Carried***

15:40 Priority Correspondence – Laura Dance Festival 2017

CEO advice – MASC supported the festival in the recent past by way of donation and performers. Need to seek confirmation from Mapoon Dancers regarding their participation and involvement in the program.

**Resolution 22.**  
**15/11/16**

***Council resolved to endorse all reports as presented to the meeting.***

**Motion**

***Proposed: Councillor  
Seconded: Councillor***

***Motion Carried***

Resolution 22 deferred until full Council contingent present.

15:50 Any other Business

Councillors request to cordon off shortcut at intersection of Clermont and Weipa road as it is dangerous. Other short cuts in community are potentially dangerous also and require identification.

Empowering Community – opportunities for the people of Mapoon. Pursue further with Mayor and CEO at next Council meeting.

Tools for apprentices – proposal for next Council meeting. Building supervisor to obtain quotes to bring to next meeting.

Work experience for school leavers – over holiday period. CEO/CSM to source options.



16:05 Report Resolution

CEO asked for the council to pass a general resolution to confirm all reports as tabled at the meeting.

<b>Resolution 23. 15/11/16</b>	<b><i>Council resolved to endorse all reports as presented to the meeting.</i></b>
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<b>Motion</b>	<b><i>Proposed: Councillor Smith Seconded: Councillor Mara</i></b>	<b><i>Motion Carried</i></b>
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16:15 Next Council Meeting

Date for the next meeting: Tuesday 20th December 2016.

16:20 Meeting Closed

Mayor declared the meeting closed at 16.20.

